

## **FLAG POLICY**

**0628**

(No. 35 February 2013)

## **REFERENCES**

**0628.1**

(No. 35 February 2013)

[United States Code, Title 4, Chapter 1](#)

[1000 CAL FIRE Personnel Handbook, Section 1039](#)

[8100 CAL FIRE Procedures Handbook, Procedure No. 001](#)

## **FLAG DISPLAY AT CAL FIRE FACILITIES**

**0628.2**

(No. 35 February 2013)

The display of the United States (U.S.) flag and California State flag is an outward sign of the California Department of Forestry and Fire Protection's (CAL FIRE) dedication to the public we serve.

The U.S. and California flags are flown outside all state-owned facilities pursuant to state policy. In accordance with U.S. Code Title 4, Chapter 1, it is custom to display the flags from sunrise to sunset. If properly illuminated, flags may be displayed twenty-four hours per day. Flags should not be displayed on days where the weather is inclement.

## **MANNER OF DISPLAY**

**0628.3**

(No. 35 February 2013)

1. When flown with other flags, the U.S. flag should be flown in a manner of prominence. No other flag or pennant shall be placed above the U.S. flag or to the left of the U.S. flag when facing the facility in front of which it is flown;
2. The flag should never touch anything beneath it, such as the ground, floor, or other objects;
3. The flag should be hoisted briskly and lowered ceremoniously. The U.S. flag should be raised first, and lowered last, when flown with the California flag or other pennants; and
4. When flown at half-staff, the U.S. flag should first be hoisted to the peak and then lowered to the half-staff position. The flag should again be raised to the peak before it is lowered for the day. The flag at half-staff should be centered one-half the distance between the top and bottom of the staff.

## **STANDING DATES TO LOWER FLAGS TO HALF-STAFF**

**0628.4**

(No. 35 February 2013)

The U.S. and California flags will be flown at half-staff on the following dates in accordance with the U.S. Code and other federal proclamations:

1. Peace Officer's Memorial Day - May 15;
2. Memorial Day (until noon only) - The last Monday in May;
3. Patriot Day - September 11;
4. National Fallen Firefighters Week - The Sunday of the week in which October 9 falls; and
5. Pearl Harbor Day - December 7.

## **AUTHORIZATION TO LOWER FLAGS TO HALF-STAFF**

**0628.5**

(No. 35 February 2013)

The U.S. and California flags may be flown at half-staff to recognize the death of a distinguished individual(s) or the death of a CAL FIRE employee ([Refer to 1039 Funeral/Memorial Service Policy](#)). Authorization to lower the U.S. and California flags to half-staff at CAL FIRE facilities will be made by the following:

1. The U.S. President;
2. The Governor of California; or
3. The CAL FIRE Director, as defined below:
  - a. Line of Duty Death – Director retains authority to direct lowering of flags statewide from date of death until date of funeral/memorial service.
  - b. Active Honors Death – Director retains authority to direct lowering of flags. Action may be limited to the Unit to which the employee was assigned for the day of the funeral/memorial service.
  - c. Off-Duty Active Employee Death or Non-uniformed Employee Death – Director may delegate authority to lower flags to Region Chief or Deputy Director. Action may be limited to the station or facility to which the employee was last assigned for the day of the funeral/memorial service.
  - d. Retired Employee or Immediate Family Member Death – Although the Department recognizes the service or support of these individuals, flags are not

authorized to be lowered unless specifically authorized by the CAL FIRE Director.

Requests and Notification to lower flags to half-staff must comply with [8100 CAL FIRE Procedures Handbook, Procedure No. 001.](#)

## **OTHER REQUESTS TO LOWER FLAGS TO HALF-STAFF**

**0628.6**

(No. 35 February 2013)

CAL FIRE may, through its cooperative and community relationships, be requested to lower the flag in respect for the funeral/memorial of an individual with professional or emotional ties to the Department. The following are specific instances in which the authority is delegated from the Director to the Region Chief to lower flags to half-staff as follows:

1. Ties to a Local Government Contract – Action is limited to the Unit affected;
2. Other Local Public Safety – Action is limited to the Unit/local area affected; or
3. Military Honors – Action is limited to the Unit/local area affected.

All other special requests not identified above require the approval of the Director. Refer to [8100 CAL FIRE Procedures Handbook, Procedure No. 001.](#)

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[\(see Forms or Forms Samples\)](#)